

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

TE – Establishment – APTES – Guidelines for transfers and postings of employees in Government Polytechnics – Orders – Issued.

HIGHER EDUCATION (TE.I) DEPARTMENT

G.O.Rt.No.493.

Dated: 08-07-2009.

Read the following:-

1.G.O.Ms.No.169, Finance (W&M) Deptt., Dated: 17-06-2009.

2.From the CTE, Hyd., Lr.No.C1/7121/2009, Dt.02-06-2009.

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ORDER:

In the reference first read above, orders have been issued for lifting of ban on transfers and postings of employees from 17-06-2009 to 16-07-2009. As per para 2(ii) of the said G.O first read above, separate guidelines are to be issued by Higher Education Department.

2. Government, after careful consideration of the proposal of the Commissioner of Technical Education, hereby issue the guidelines for transfers and postings of employees in Government Polytechnics as appended to this order.

3. The Commissioner of Technical Education, A.P., Hyderabad shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

D. LAKSHMI PARTHASARATHY
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Technical Education, A.P., Hyderabad.

The Accountant General, A.P., Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Director of Treasuries & Accounts, Hyderabad.

Copy to:

The Finance (W&M) Department.

The District Treasury Officer concerned.

The PS to M(TE)

The P.S to Prl. Secretary to Govt., H.E Deptt.

SF/Sc

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SECTION OFFICER

GUIDELINES FOR TRANSFERS

I. Transfer counseling:

All Transfers will be made by way of Counseling as per the procedure indicated in G.O.Ms.NO.169, Finance and Planning (W&M) Department, Dt.16-06-2009

II. Schedule of transfers:

The Commissioner of Technical Education will draw up a Schedule and communicate the same to the competent authorities for effecting transfers.

III. Criteria for transfers: Both for Teaching and Non-Teaching

- a) Those who have completed (5) years service in a particular Station as on 17-6-2009 shall be compulsorily transferred. However, if no one has opted to go to that place, the existing person need not be disturbed if that person has not opted for a Transfer.
- b) Those who are going to **retire before 31-7-2010** need not be shifted unless the incumbent requests for such Transfer.
- c) If **no women Teachers** are available to work in **Women Polytechnics**, then male Teachers who are over and above **45 years** age will be considered for posting to such Polytechnics.
- d) If any employee falling in the category to be transferred compulsorily fails to give option, such persons may be posted to the left over vacancies in the counseling and no further correspondence will be entertained.

IV. Eligibility to apply for transfer:

Employees who have put in **two years** of service in a place as on 17-6-2009 will only be eligible to apply for transfer.

V. Entitlement of points :

The points as follows will be awarded to the Employees who apply for transfers:

- a) Stay in the Present station located in the following areas as on 17-6-2009: -
for stay in Area of
 - (i) Category IV(5% HRA) : 5 points per every year of stay.
 - (ii) Category III (7.5 % HRA) : 3 points per every year of stay.

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- (iii) Category II (15% HRA) : 2 points per every year of stay.
- (iv) Category I (30% HRA) : 1 point per every year of stay.
- b) For entire service : 1 point for every Five (5) years of service since appointment.

c) **Special categories:**

i) Single Woman 10 Points.

ii) Physically handicapped 5 Points

iii) The Employees who are now suffering from the following diseases.

- (a) Cancer.
(b) Heart Operation.
(c) Neuro-Surgery.
(d) Bone T.B.
(e) Kidney Transplantation.
- } 5 points

- iv) (a) Applicants with dependant children who are mentally retarded and are under treatment.
(b) Applicants with dependant children suffering Juvenile Diabetes and children suffering from Holes in the Heart by birth and are under medical treatment available only at specified places to which they are seeking transfers
- } 5 points

Note 1: For this purpose, a copy of the certificate issued by the competent authority i.e., District Medical Board / State Medical Board may be enclosed for consideration.

v) Spouse employment 10 Points

d) **Performance Parameters (only for teaching staff):**

1) For Achievement in Diploma Exams March/April, 2009 in their respective subject (provided not less than 35% of the intake appeared for the end exams)

- A. 50-60 % of students secures 1st class – 4 points.
- B. 61-70 % of students secures 1st class – 6 points.
- C. 71-90 % of students secures 1st class – 8 points.
- D) 91-100 % of students secures 1st class – 10 points.

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2) For achieving more than the State average in Diploma exam March/April, 2009 in their respective subject (provided not less than 35% of the intake appeared for the end exams).

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| 1. 1-5% more than the State average: | 2 points |
| 2. 6-10% more than the state average: | 4 Points |
| 3. 11-15% more than the state average: | 6 points |
| 4. 16% & above than the state average: | 10 Points |

Note: If a teacher taught more than one subject during 2008-09, the average result will be considered.

3) Technical Paper Presentation/Publication at International /National Level

- A. Per each Technical Paper at International Level - 10 Points
B. Per each Technical Paper at National Level - 5 Points

Note: Only the Technical Papers Presented / Published after 16-4-2008 will be taken into consideration.

4) Additional Responsibilities held:

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| A. Deputy Warden for Hostels | 5 Points. |
| B. Placement officer | 2 Points |
| C. Students Advisor | 2 Points |
| D. NCC officer | 5 points |
| E. NSS Programming officer | 5 Points |

5) Best Teacher Award (Received on 5th September, 2008) 5 Points

Note 1: The teacher who furnishes false information and Principal who attests it may be liable for disciplinary action and for falsification of records apart from being transferred to category IV Area vacancies.

Note 2: The Commissioner of Technical Education may well in advance finalize the Application, checklist proforma and software accordingly.

VI. Preference:

After adding points earned under relevant parameters, staff members will be arranged in the descending order of total points earned. Options given by persons having highest points will be considered first followed by second in the list and so on.

If two candidates get the same total number of points, preference will be given to the applicant who has put in longest stay in a particular station subject to the employee not having charges pending against him/her.

VII. Punishment for furnishing false Information:

Anybody who has submitted false information and certificates, and the officers, who have countersigned such false information, may be liable for disciplinary action, as per rules.

**D. LAKSHMI PARTHASARATHY
PRINCIPAL SECRETARY TO GOVERNMENT**

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